

2022 Public Diplomacy Small Grant Program - EDUCATION

U.S. DEPARTMENT OF STATE
BUREAU / EMBASSY
Notice of Funding Opportunity

Funding Opportunity Title: Public Diplomacy Small Grants - EDUCATION

Funding Opportunity Number: PAS-Ukraine-FY22-03

Deadline for Applications: Rolling admission of applications:

Round 1 deadline: March 15, 2022

Round 2 deadline: July 15, 2022

Total Amount Available: pending availability of funds

A. PROGRAM DESCRIPTION

The U.S. Embassy Kyiv announces an open competition for organizations to submit applications to carry out a Public Diplomacy Small Grants – EDUCATION Program. This Program is subject to availability of funding from the U.S. Government.

Priority Region: Ukraine

Program Objectives:

The U.S. Embassy Kyiv announces the 2022 Public Diplomacy Small Grants Education Program to support projects in educational area. Pending availability of funds, the U.S. Embassy will award small grants to Ukrainian non-governmental, not-for-profit organizations (NGOs) to advance educational reform in Ukraine through the U.S–Ukraine collaboration.

Specific thematic priorities for the projects:

1. Professional development of college and university administrators to enhance their skills necessary to promote institutional autonomy in the competitive environment.
2. Collaboration between educational institutions, local administrations, and businesses to support regional development and decentralization.
3. Career advising services creation and implementation at Ukrainian educational institutions.
4. Professional skills development for using modern methodologies by university and college instructors.

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5. Inclusive environment development at secondary schools and higher education institutions.

Projects' specific requirements are:

- The project must be tailored towards Ukrainian audiences at the secondary and higher education levels;
- All project activities supported by the U.S. Embassy grant should take place in Ukraine;
- The projects should incorporate a substantive U.S. component;
- The length of the project may be up to one year.

Possible activities or programming components

Activities may include but are not limited to: courses and curriculum creation; promoting collaboration between educational institutions and local administrations, educators and employers, researchers and businesses; institutional strategies development and implementation; summer schools and other skill building events; career advising activities and services.

Registration requirements

All organizations applying for federal assistance must register at the System for Award Management (SAM.gov) portal and have an active registration before an award can be made, and through the entire length of the project.

Any applicant listed on the Excluded Parties List System (EPLS) in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension." Additionally, no entity listed on the EPLS can participate in any activities under an award. All applicants are strongly encouraged to review the EPLS in SAM to ensure that no ineligible entity is included.

Participants and Audiences:

While NGOs administer the projects, educational institutions serve their partners in project implementation, but there may be other partners as well.

The project beneficiaries may be school teachers and administrators, university instructors and administrators, members of Supervisory Boards at educational institutions, local administration, employers, Ministry of Education and Science of Ukraine, students.

B. FEDERAL AWARD INFORMATION

Length of performance period: four to twelve months

Number of awards anticipated: seven awards (dependent on amounts)

Award amounts: awards may range from a minimum of \$10,000 to a maximum of \$40,000

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Total available funding: pending availability of funds

Anticipated program start date: January 17, 2022

This notice is subject to availability of funding.

Funding Instrument Type: Grants

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply:
Ukrainian non-governmental, not-for-profit organizations.

2. Cost Sharing or Matching
Recommended but not required

3. Other Eligibility Requirements

3.1. Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

3.2. This competition does not support proposals focused on kindergarten and primary education.

3.3. This competition does not support any partisan or political activities.

D. APPLICATION AND SUBMISSION INFORMATION

The application form, basic instructions on how to draft the budget and FAQ can be found at <https://ua.usembassy.gov/education-culture/current-programs-grants/>. A complete application package consists of the following documents: an application form with relevant attachments and a separate budget spreadsheet calculated in USD (Excel document).

Providing false or misleading information in an application or failure to furnish all information, or comply with stated requirements will result in disqualification from the competition.

Applicants must set forth full, accurate, and complete information in English only.

Application Instructions

Project Description, Timeline/Activities Plan: A clear overview of the project, as well as project focus, need and objectives, should be indicated in the proposal. The Embassy Public Diplomacy Grants Committee will closely consider whether the overall objectives lead to attaining educational reform goals in Ukraine. Applicants should describe what they propose to do, how they will do it and how they will measure activities' effectiveness (see below). The

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Grants Committee will evaluate the activities planned in terms of their relevance to project focus and objectives, the feasibility of the proposed activities, and the sustainability of the project.

Project Monitoring and Evaluation Plan: Proposals should have a clear monitoring and evaluation plan to ensure proper implementation of the project. Proposals should identify specific measurable objectives and include a plan for gathering data before and after the project to illustrate whether objectives were met.

Organizational Capacity: Proposals must include a clear description of the project management structure and previous experience with similar projects. Besides general organization information, this section must also identify the proposed managerial structure and staffing plan for the project. Applicants must demonstrate the ability and commitment to complete the project.

Project outcome and sustainability: Proposals should clearly state what results they expect to attain and how it will change their institution, field, community, society. It is expected that the projects have a short-term outcome (result of the project itself) and a long-term impact. Applicants are expected to provide their vision for the period when the project funding ends through the period when the long-term outcome becomes visible, which will illustrate how sustainable the project and its concept are without an external funding. It should not be expected that the U.S. Embassy continues the project funding in the future.

Budget Justification: All applicants are required to provide a separate file in excel format to describe each of the budget items in detail.

Costs should be reasonable and realistic in relation to the project activities:

- Allowable costs are those directly related to the project activities, and do not include the regular operational costs of the applicant.
- Requests for equipment may be under 30% of the overall proposal budget.
- The project encourages but does not require organizations to provide cost-share and/or coordinate funding with other donors.
- Costs incurred before the official grant period begins (pre-award costs) will not be reimbursed.

Funding Restrictions:

Proposals may not include funding requests for the following:

- Office rent and utilities;
- Capital improvements, such as construction and renovation;
- Purchase of vehicles;
- Activities that convey the appearance of partisanship or support for electoral campaigns;
- Social welfare activities;

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- Academic or analytical research (if not part necessary to accomplish a larger project);
- Scholarships;
- Entertainment, including receptions, social activities, ceremonies, cocktail parties, guided tours;
- Travel to the United States and activities in the United States;
- Writing novels or non-fiction books;
- Alcoholic Beverages.

Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project, for project staff, consultants or speakers, and participants/beneficiaries. If the project involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under 'Equipment'.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor (outsourcing). Also describe any sub-awards to non-profit partners that will help carry out the project activities.

Other Direct Costs: Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment, bank fees or applicable taxes. All 'Other' or 'Miscellaneous' expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the project activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization itself, partner organizations or other sponsors. It also includes in-kind contributions such as volunteers' time and donated venues.

Attachments:

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- Detailed budget spreadsheet.
- Agreements/memos with Organizational Partners.
- CVs of Ukrainian individual key experts.
- CVs of the U.S. individual key experts.
- CVs of Organization's Head and Project Manager.
- Printout of SAM.gov registration confirmation.

Submission Dates and Times

Applications will be accepted on a rolling basis between January 19, 2022 and July 15, 2022. Any proposals sent before or after those dates will not be considered.

Notification of awards should occur approximately three weeks after the review dates identified below (barring delays related to availability of funds).

Project proposals will be accepted according to the following timeline:

March 15, 2022, 11:59 P.M. Eastern European Standard Time. The projects that begin no earlier than April 15, 2022 will be considered.

July 15, 2022, 11:59 P.M. Eastern European Standard Time. The projects that begin no earlier than August 15, 2022 will be considered.

Submission Requirements

The application form and budget spreadsheet along with the required attachments must be submitted in English only by email to KyivPDGrantsEdu@state.gov.

E. APPLICATION REVIEW INFORMATION

Criteria

Selection Committee will review all applications within the period of approximately three weeks upon receiving all applications. Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Quality and Feasibility of the Project Idea: The project idea is well developed, with detail about how project activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

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Project Planning/Ability to Achieve Objectives: Objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.

Budget: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan: Applicant demonstrates the ability to measure project success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The project includes output and outcome indicators, and shows how and when those will be measured.

Sustainability: Project activities will continue to have positive impact after the end of the project.

Support of Equity and Underserved Communities: Proposals should clearly demonstrate how the project will support and advance equity and engage underserved communities in project administration, design, and implementation.

Review and Selection Process

A review committee will evaluate all eligible applications within the period of two weeks after the deadline.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

Federal Award Notices

The grant award notice will be sent via e-mail to the winners along with DoS-approved mandatory forms:

- SF-424 (Application for Federal Assistance – organizations);
- SF-424A (Budget Information for Non-Construction programs).

Upon receipt of the completed forms, the Federal Award will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation

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and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: The payments are made in two installments in approximately equal amounts. All payments are provided via EFTs in the national Ukrainian currency.

Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

Reporting

Reporting Requirements: Recipients will be required to submit financial reports and project performance reports. The award document will specify how often these reports must be submitted.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS

The webinar on Grant Proposals Writing was conducted and recorded on January 17, 2022 at the America House Kyiv to answer questions from all potential applicants. The recording is available here: <https://www.youtube.com/watch?v=Wq32h97ASpg&t=3675s> .

If you have any questions about the grant application process, please contact: KyivPDGrantsEDU@state.gov